

Defense Information Systems Agency

2008 BRAC Human Resources Transfer Plan
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<p style="text-align: center;">DISA HEADQUARTERS HUMAN RESOURCES BASE REALIGNMENT AND CLOSURE TRANSFER PLAN</p>

1. INTRODUCTION

By 2011, the DISA headquarters workforce will relocate to Ft Meade, Maryland as part of the Base Realignment and Closure (BRAC). Our goal is to retain the maximum number of employees with DISA during this transition and after the relocation to Fort Meade.

The actions and methodologies described in the following plan represent the Defense Information Systems Agency (DISA) approach for accomplishing the human resources (HR) aspects of the Base Realignment and Closure (BRAC) transfer. The DISA Civilian Personnel Division (MPS1) and Defense Finance and Accounting Services, Support To Others, Indianapolis (DFAS STO), are implementing this plan.

This plan is designed to support DISA managers in their efforts to meet the requirements of changing business realities and the BRAC Transformation and aggressively take care of employees. It has been and will continue to be supplemented by more specific guidance on individual human resources issues as needed, including guidance letters issued by MPS1, and management directives signed by the Director for Manpower, Personnel and Security.

2 ASSUMPTIONS

2.1 Human Resource Support to Our Civilian Workforce.

Every employee will be offered the opportunity to transfer with his or her function. There is no Reduction-in-Force anticipated in the National Capital Region. MPS and DFAS STO will facilitate timely and effective civilian personnel support to management and to the civilian workforce, as a whole.

2.2 Development of the Human Resource Plan and Oversight of its Accomplishment

MPS1 will have primary responsibility for oversight and development of the HR plan and its accomplishments. MPS will work in coordination with DFAS STO and management to identify and facilitate the use of existing mechanisms and resources. The Plan will be

updated to reflect the application of new resources or mechanisms as they become available or as they are developed and made available to meet newly identified requirements.

2.3 Transfer of Function

In accordance with Office of Personnel Management regulations, it has been determined that the relocation of the DISA Headquarters to Ft Meade, Maryland is a transfer of function. A transfer of function (TOF) occurs when work is moved from one competitive area to another or when an entire competitive area is moved to a new commuting area.

In a TOF, employees are given the option to decline, which if done may result in the employee being separated. Eligible employees who decline a TOF outside the commuting area may be eligible to register in the Priority Placement Program (PPP, Program A) and may be eligible for severance pay if ultimately separated. Eligible employees are those on permanent appointments or appointments without time limitations and who have not signed a mobility agreement. We are still awaiting a final determination from the DoD Priority Placement Program Zone Coordinator. The definition of commuting area has not been resolved by the DoD CARE Office. The DoD Working Group established to re-define commuting area definitions and address Permanent Change of Station (PCS) entitlements continues to work to finalize this information. This definition and PCS entitlements are crucial to employees' rights and benefits as they are impacted by BRAC. Employees will be issued a formal TOF notice one-year prior to the transfer of their position to Ft Meade, Maryland explaining their entitlements, if they decline the transfer.

2.4 Employee Placement

Every effort will be made to place those permanent employees, who decline a transfer of function offer, in continuing positions, at their current grade level.

2.5 Equal Employment Opportunity (EEO) Services

DISA's guiding principles value diversity in the workforce and recognize the unique contribution each individual has to make. To this end, the Director, DISA has issued policy statements affirming his commitment to the goals and objectives of the Equal Employment

Opportunity Program and to agency human resource management programs that promote a quality workforce that is representative of this Nation's cultural diversity and is well prepared to provide information technology support to our warfighters.

DISA is committed to the agency's Equal Employment Opportunity policies and supports goals to employ a quality, inclusive and diverse workforce in all occupations and pay levels. DISA managers and supervisors will promote good corporate conduct through a positive "value added" emphasis on affirmative action, valuing differences, managing diversity and cooperative problem solving.

Equal Employment Opportunity (EEO) services will continue through existing servicing agreements or memorandums of understanding. Employees will be instructed to direct EEO questions directly to the DISA Headquarters EEO Office.

3 HUMAN RESOURCES STRATEGY

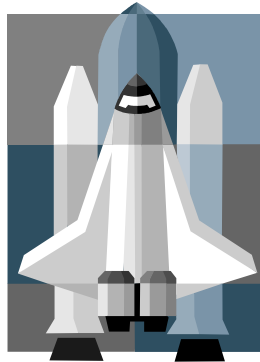
The strategy for addressing the human resources aspects of transformation is tailored to fit mission requirements and the BRAC Transformation. The following sections summarize the key features of the overall strategy for recruitment, managing training, education, and placement and outplacement of the workforce. Each item is discussed in greater detail in the remaining sections of this plan.

3.1 Labor-Management Relations

Effective labor-management relations are a basic part of the responsibility of all DISA managers and an integral part of this plan. Unions certified as the exclusive representative of DISA employees have a legitimate interest in matters affecting the terms and conditions of employment of personnel in the bargaining unit. Information concerning such matters should be provided to union representatives as a matter of good labor-management practice. DISA has a formally recognized relationship with several employee unions, which represent most employees. Management and these labor organizations holding exclusive recognition have a mutual obligation to meet at reasonable times and bargain in good faith on negotiable matters affecting conditions of employment.

As any proposed organizational restructuring or associated personnel action is initiated, management at all levels will ensure that any obligations to unions representing employees affected by those changes will be satisfied. Such obligations include providing the unions with reasonable advance notice of the proposed changes, sharing appropriate documentation with the unions, and addressing any of the union's

negotiable proposals. Matters or questions of negotiability should be discussed with the DISA MPS Labor Relations Officer.



3.2 Communication

The sensitive nature of the personnel actions required for transformation and the variety of groups involved, reinforces the commitment to ensure clear communication of the facts to all affected parties to alleviate misunderstandings and maintain confidence in the leadership. Therefore, communication is paramount in the human resources strategy. Information disseminated will be thorough and timely and will reach the appropriate audiences. It is our objective to ensure that there is frequent communication with the workforce throughout the BRAC transformation process.

There will be open discussions with representatives of DISA recognized unions. It is critical that these meetings be completely informative and productive. Union notification at the earliest planning stages of transformation at the local level is encouraged. Any required bargaining will be conducted as early as possible.

Meetings will be held on an as needed basis, when information to be shared is best communicated in an interactive format. DISA management and a representative(s) from MPS will brief the transformation plan to employees and provide them an opportunity to ask questions.

MPS continues to strategize and coordinate with the Public Affairs Office to develop formal communications methods to ensure information is shared throughout the agency and the surrounding communities of Ft Meade. The BRAC Information Portal is another communication tool that is available on the DISA DKO. It provides employees with information regarding the BRAC process and allows employees to ask questions and provide suggestions (through the Wishing Well) for consideration by the new Facility and Relocation working groups as well as HR questions. The BRAC Information Portal available at <https://workspaces.disa.mil/gm/folder-1.11.84644>. The Portal includes BRAC Blogs, commuter information a BRAC Library, briefing slides, and provides links to the local communities of Anne Arundel County, Howard County, Prince George's County where you may browse for real estate, education or general information on the areas. Frequently Asked Questions (FAQs) may also be posted to the BRAC Information Portal.

3.3 Providing Assistance and Support to Employees

The impact of BRAC on the DISA workforce must be monitored so that efforts can be focused on providing assistance to employees who may be adversely impacted. Information will be gathered from the current workforce via surveys and organizational feedback to determine needs for training/retraining, counseling, placement policies, etc. The DISA Talent Management System (DTMS) will serve as a major source of information for employees and managers concerning current and desired competency requirements from which training and developmental needs and available resources to meet those needs can be established and allocated.

As the BRAC transition process proceeds, representatives of MPS, DFAS SSC, including support staff from other DISA elements will work together to provide DISA employees with effective support and assistance. DISA will initiate, support and encourage strategies to facilitate the transition of DISA employees and their immediate families to the designated DISA BRAC location. These support activities will include training and/or re-training for employees, job fairs at the BRAC location to support the transition of affected spouses, home/real estate fairs to support the transition, and even travel fairs to support those who will choose to commute to DISA's designated BRAC location.

3.4 Vacancies

All DISA Headquarters vacancy announcements indicate that the position will be relocated to Fort Meade, Maryland within approximately 3 years. Vacancies are posted to the DISA web site and to the OPM web site. DISA continues to aggressively recruit within the Maryland area. Our jobs are posted on several Maryland county websites. In addition, we have listed our vacancies on two sites that are geared to those individuals retiring or about to retire from the military.

MOAA (Military Officers Association of America):

http://www.moaa.org/serv/serv_career/serv_career_seekers/index.htm

NCOA (Non-Commissioned Officers Association):

<http://www.militaryjobworld.com/vea/index.cfm?page=resource>

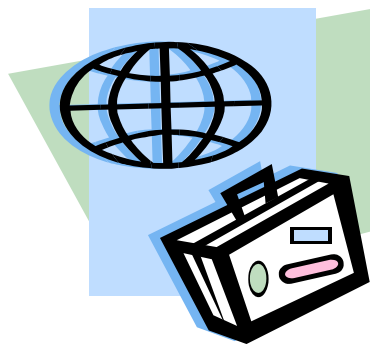
3.5 Establishing Recruitment Sources and Marketing Campaigns

DISA will maximize all available recruitment flexibilities to obtain highly-qualified applicants for vacant but critical positions. Options include the use of term, temporary, and hiring of reemployed annuitants. Targeted recruitment will continue to be

conducted in the Ft. Meade area in coordination with the local jurisdictions. DISA's Corporate Communications Division has worked in coordination with the BRAC Transition Office and the communities surrounding Fort Meade to design a marketing campaign to publicize the options of living in Maryland. This campaign includes information on housing markets, educational institutions, transportation services and many other aspects of moving. Long-term collaboration with counties and cities surrounding Ft. Meade as well as Maryland State government will continue as we move forward to ensure our employees are postured to take advantage of the many opportunities and programs that the State and counties provide.

4. MANAGEMENT TOOLS

The agency will optimize as many of the following management tools as possible to retain and attract a highly qualified workforce. The Senior Champions Forum will develop criteria and be the final approval authority for relocation and retention incentives as outlined below.



4.1 Relocation Incentives

Payment of a relocation incentive to encourage relocation of uniquely qualified, newly hired, employees may be made. Payment of a relocation incentive must be fully justified and may be authorized for vacancies that DISA will likely have difficulty filling without the bonus. The relocation incentive is a one-time lump sum payment and may be up to 25% of the employee's annual rate of basic pay (to include locality or a special rate supplement). With OPM approval, this cap may be increased to 50 percent (based on a critical agency need). A written justification for the relocation incentive must be submitted to MPS1 and approved by the Senior Champions Forum. Employees in receipt of a relocation incentive must maintain a performance rating of "Fully Successful" or equivalent and sign a written service agreement to complete a service period not less than 6 months and not more than 4 years. Relocation incentives are not authorized for current DISA employees under this plan.



4.2 Retention Incentives

A retention incentive may be paid to a current Federal employee in a hard-to-fill position with unusually high or unique qualifications if there is a special need for the organization to retain the employee's services and absence of a retention incentive would likely result in the employee leaving Federal service. A retention incentive may be authorized for employees in other series on a case-by-case basis. Payment of a retention incentive must be fully justified. The retention incentive may be up to 25% of the employee's annual rate of basic pay (to include locality or a special rate supplement). With OPM approval, this cap may be increased to 50 percent (based on a critical agency need) A written justification for the retention incentive must be submitted to MPS1 and approved by the Senior Champions Forum. Retention incentives are reviewed annually.

DISA now has authority to approve retention incentives to retain employees in their current positions during a period of time before closure or relocation of an office, activity or organization, and in absence of the retention incentive, the employee(s) would be likely to leave for another position in the Federal service, a position in another DoD component, or a different position in the same DoD component. Under the provisions of this authority, an employee receiving the retention incentive may be paid in a single lump sum payment after the completion of the full service period or in installments after the completion of specified period of service. Individual retention incentives may be up to 25 percent of an employee's rate of basic pay (including locality pay or other pay as applicable). Individual retention incentives may be as high as 50 percent with OPM approval. Group retention incentives may be up to 10 percent of an employee's rate of basic pay. Higher group rates will require OPM approval. DISA's Senior Champions Forum serves as the Agency's approving officials for the enhanced retention incentives. Implementing guidance and information can be found in the DISA memorandum dated 26 Feb 2008, Subject; Implementation of Enhanced Retention Incentives Authorities or you may email charlotte.dawson@disa.mil.

4.3 Student Loan Repayment Program Incentive

The Defense Information Systems Agency (DISA) Student Loan Repayment Program (DSL RP) has been expanded to allow managers to use the DSLRP tool as part of their workforce reshaping efforts to not only recruit but to also develop and retain a high quality workforce. The maximum amount Federal agencies are authorized to repay under the Federal student loan repayment program is \$10,000 per employee for any

one calendar year with an aggregate limitation of \$60,000 for any one employee. Initial acceptance of DSLRP funding requires a 3-year service obligation to DISA. The DSLRP Agreement was revised in March 2008 to provide information on the length of the required service period after the 3-year service obligation; information on requirements for termination of the service agreement and renewal process and procedures.

DISA's Senior Champions Forum serve as the Agency's approving officials for requests for authorizing payments to **retain** highly qualified employees for hard-to-fill positions. The Chief of the Civilian Personnel Division serves as the Agency's approving official for requests for authorizing DSLRP payments to **recruit** highly qualified employees that are newly appointed into hard-to-fill positions. More specific information on the qualifying criteria for this program was published and distributed on 3 March 2008 via memorandum titled "Revision of the DISA Student Loan Program Agreement". If you wish to obtain a copy of the program guidance or need additional information on the student loan program, please contact Mr. Marcus Lea at marcus.lea@disa.mil or Ms. Tawanda Loney at tawanda.loney@disa.mil.



4.4 Permanent Change of Station (PCS)

The cost of PCS for relocation of employees will be paid in accordance with the DoD Joint Travel Regulation. JTR Chapter 5 provides detailed information on authorizations for PCS. The agency has discretion to approve on a case-by-case basis exception to the JTR when the one-way commuting distance between the residence being occupied while serving at the old duty station and the new duty station increases by at least 10 miles" (C50890.F of the JTR). This exception will be utilized to the maximum extent. Other exceptions to JTR rules may be explored. Every permanent employee who meets the 10 mile threshold will be offered PCS entitlements, if otherwise eligible.

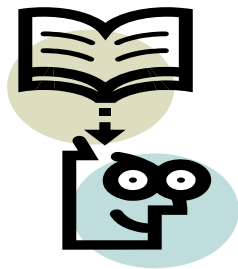
While we intend to offer PCS entitlements to all permanent employees who meet the criteria, PCS costs **cannot** be authorized for moves to the Ft. Meade site at the present time. The earliest any employee may expect to request a PCS authorization will be when issued a formal Transfer of Function notice normally one year prior to the actual transfer of their position to Fort Meade.

Authorized PCS entitlements include the following:

- ❑ Transportation & per diem
- ❑ Miscellaneous Expense Allowance
- ❑ Sell or buy residence transaction or lease termination
- ❑ Transportation and temporary storage of household goods
- ❑ Transportation of mobile home when used as primary residence
- ❑ Relocation income tax allowance (RITA)

Destination services are available to all employees at no cost to the employee. The service includes information about temporary housing, realtors, and mortgage lenders.

4.5 Re-employed Annuitants



As the BRAC proceeds, MPS1 and DFAS will work together with management to encourage the use of re-employed annuitants as a recruitment strategy to fill “hard-to-fill” positions or other positions where management may find it necessary to: (a) retain the unique or specialized skills not generally available; (b) mentor less experienced employees; (c) provide continuity of critical mission during this organizational transition. Positions may be filled on a time-limited or indefinite basis, as appropriate. Re-employed annuitants receive both their full salary and their full annuity and serve at the will of the appointing official.

4.6 Spouse Placement Program Efforts

It is management’s intent to limit adverse employee impact as a result of the BRAC transformation. Every attempt will be made to facilitate the placement of spouses of relocating DISA employees. If the spouse is a current DOD employee or accompanied by a military sponsor, and is otherwise eligible, he/she may register in the DOD Priority Placement Program (PPP) for positions within the Department of Defense.

For employment opportunities with the private sector, spouses will be referred to the DOD Job Search web site operated by the Department of Labor and DISA will partner with other Federal agencies for employment opportunities. Military spouse employment plays a

major role in retention. Frequent permanent changes of station (PCS) moves associated with the military lifestyle create challenges for spouses and family members to maintain stellar careers and job tenure, and to obtain and receive training and education. Many resources have been developed by the Department of Defense and the Department of Labor to help address the workforce challenges of military spouses. For example, www.Milspouse.org is an electronic tool detailing educational, employment and training, and other relevant community resources available to military spouses (e.g. childcare and transportation). Militaryspousejobsearch.org is a job search tool that connects spouses of U.S. military members with employers committed to hiring military spouses.

MPS1 and MPS5 will partner appropriately to identify and disseminate information to the DISA workforce on available services.

4.7 Quality of Work life Programs

DISA offers a variety of quality of work life programs to improve the health, safety and productivity of the Federal workforce. Physical and mental well-being is key components of a healthy workforce. These programs provide support and assistance to help employees enhance mental and physical well-being, prevent health problems, engage in health-promoting behaviors, and find assistance and support in times of need.

4.8 Telework

Telework has become an increasingly effective employment tool. Telework allows employees to work at home or at another approved location away from the regular office such as a Telework Center. Chapter 610, Section E of the DISA Instruction 220-15-55 provides the implementing procedures for the DISA Telework Program.

The objectives of the DISA Telework Program include the following:

- ❖ Promotes DISA as an employer of choice
- ❖ Improves employee productivity and performance and benefits organizational needs
- ❖ Improves the retention and recruitment of high-quality employees
- ❖ Enhances the Agency's efforts to employ and accommodate people with qualified disabilities (including employees who have temporary or continuing health problems), or who might otherwise have to retire because of a disability
- ❖ Reduces traffic congestion
- ❖ Decreases energy consumption and pollution emissions
- ❖ Reduces parking congestion and transportation costs (including costs associated with payment of the transit subsidy)

The DISA telework program allows an employee to telework a maximum of three (3) days per week with supervisory approval. All of DISA's regular and recurring teleworking employees should have a common goal and level of expectation regarding their performance while teleworking. Each employee's Performance Work Plan and Appraisal form (DISA Form 208A) should include goals for the employee while teleworking. DISA continues to reimburse one half (50%) of the expense an employee incurs for the installation and monthly fee for commercially provided high-speed Internet service. Only employees designated and approved for regular and recurring telework are eligible for reimbursement.

Several DISA managed telework centers are readily available for DISA employees approved for teleworking on a regular and recurring or adhoc basis. The telework centers are located at the DISA Liaison Facility, Ft Meade, MD., the Joint Spectrum Center (JSC), Annapolis, MD and Joint Forces Command in Norfolk, VA and DISA Joint Interoperability Test Command (JITC) Indianhead, MD. DISA will continue to utilize existing telework centers throughout the surrounding communities to increase the number of eligible positions to telework on a regular and recurring basis. These include existing GSA Centers as well as other DISA locations. The telework center provides a geographically convenient office setting as an alternative to the employee's main office.

4.9 Wellness Program

The wellness program is an added benefit to all DISA employees wanting to participate in an exercise program during the workday without charge to leave for a maximum of 1 hour per day, 3 times per week with supervisor approval. A full-time fitness coordinator is available to provide employees proper instructions and guidance while using the exercise facilities and to develop a personalized fitness program. The wellness program incorporates both hands-on and "virtual" personal trainer programs via an on-



line program (<https://cmis.disa.mil/wellness/>). Once employees are registered, the request is automatically emailed to their designated supervisor. The employee will be notified via email if the request has or has not been approved. If approved, the email notification will provide a website where the employee will be required to establish a medical profile. The on-line wellness feature also provides employees regularly updated information on health and fitness to include on-line seminars.

4.10 Alternate Work Schedules

Alternate Work Schedules (AWS) have the potential to enable managers and supervisors to meet their mission goals, while at the same time, allowing employees to be more flexible in scheduling their work. As employees gain greater control over their time, they can balance work and family responsibilities more easily, become involved in volunteer activities, and take advantage of educational opportunities. Resulting behaviors from employees having been on AWS have shown an increase in productivity and employee morale, a virtual elimination of tardiness, and other favorable impacts. Careful planning and good communication of the objectives and ground rules of the program can generally minimize many concerns. The agency has implemented the Compressed Work Schedule and the Flexible Work Schedule.

4.11 Compressed Work Schedule

Compressed work schedules have a basic work requirement of 80 hours in a biweekly pay period for full-time employees. For part-time employees, the basic work requirement is less than 80 hours which may be scheduled for less than 10 workdays. This work schedule is commonly referred to as the 5-4-9 Plan. The tour of duty is defined by the particular schedule the organization chooses to establish. For all compressed work schedules, the **tour of duty** is arranged in such a way that employees on these schedules will fulfill their basic work requirements in less than 10 days during the biweekly pay period.

4.12 Flexible Work Schedule



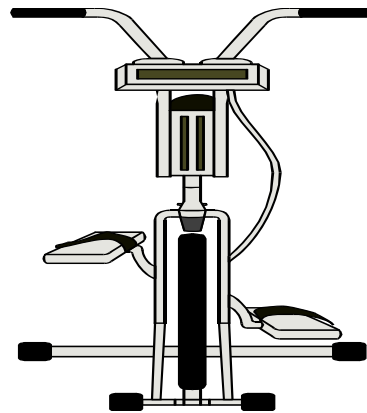
A flexible schedule splits the work day into two types of time: core time and flexible time. During core time all employees must be at work. Additional periods of flexible time are established during which employees have the option of selecting and varying their starting and quitting time within limits set by management for the organization.

The two requirements of any flexible work schedule program are:

- (1) employees must be present during core time; and
- (2) employees must work the number of hours for which contracted, for example, a 40-hour week in the case of a full-time employee, or a lesser number of hours for a part-time employee. Beyond these minimal requirements, the precise working hours can be established in whatever way is consistent with accomplishment of the organization's operational needs, the wishes of the employee, and any legal or regulatory restrictions.

The Flexitour schedule has been implemented within the agency. Other types of flexible work schedules that may be explored for the future include:

- ❖ Gliding Schedule
- ❖ Maxiflex Schedule
- ❖ Credit Hours

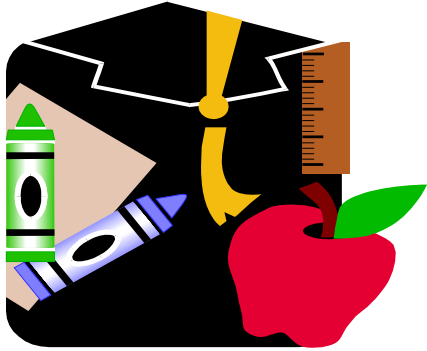


4.13 Physical Fitness Facility

A physical fitness facility with state-of-the-art equipment is currently in the design plans for the new facility at Ft. Meade, Maryland. The establishment of the physical fitness facility is viewed as a quality of life investment and important to the physical well-being of civilian and military employees of DISA.

4.14

Child Care Center



At present it has been determined that there is sufficient childcare capacity at Ft. Meade base to accommodate the DISA workforce requirements. Therefore, DISA has made the decision to defer the immediate establishment of a childcare center within the new facility. Based on the workforce requirements/statistics/surveys, this decision will be reviewed after the transition to determine if additional childcare facilities are needed to support the workforce. Further, DISA is continuing its initiative with DoD to provide childcare subsidies to lower income employees. Studies have shown that agencies can improve their recruitment and retention of skilled employees and save costly training of new employees as well as save on lost productivity due to the need to replace employees with the addition of such centers—particularly if subsidies are provided. PL 106-67 allows for agencies to use appropriated funds for childcare costs for lower income employees. DISA's request to establish such a program is currently pending at DoD.

4.15 Work Environment

Establishing a positive work environment at the new location is a high priority. A DISA Working Group has been established to ensure these concerns are factored into the new facility plan. We plan to continue to host various events which will include representations from the Fort Meade, local community leaders and other representatives from the educational institutions, realtors, homebuilders and community development organizations at the Maryland state and local levels. More tours of the local area will be scheduled. Meanwhile, the web pages for Anne Arundel, Howard and Prince George's counties provide significant information regarding local schools and housing. You can find links to the Fort Meade area web pages on the DISA DKO in the BRAC Information Portal.

4.16 Maryland In-State Tuition

The University System of Maryland (USM) Board of Regents has approved the waiver of the 12-month residency requirement for civilian employees and defense contractors transferred to Maryland under the Base Realignment and Closure (BRAC). The waiver allows these categories of workers, as well as their spouses and dependent children, to qualify for in-state tuition immediately upon their transfer.

In addition, the board's action allows these categories to submit adequate documentation of a BRAC-related transfer (from the Department of Defense or the employee's military unit for the civilian employees, and from their employers for the defense contractors) in lieu of documentation of the criteria set forth in USM's standard policy on establishing residency.

For more information on applying to one of USM's 11 degree-granting institutions, please use the contact information or links below. You also will find phone numbers and/or e-mail addresses you can use to request more information about qualifying for the residency waiver.

[University System of Maryland Common Undergraduate and Graduate Online Application](http://apply.usmd.edu/) (<http://apply.usmd.edu/>)

Web Site	Contact Info
Bowie State University	301.860.3415 Toll Free: 877.77-BOWIE fax: 301.860.3518
Coppin State University	Michelle Gross 410.951.3600 mgross@coppin.edu
Frostburg State University	Patricia Gregory, Undergraduate Admissions 301.687.4201 tgregory@frostburg.edu Patricia Spiker, Graduate Services 301.687.7053 pspiker@frostburg.edu
Salisbury	410.543.6161

University	Toll free: 888.543.0148
Towson University	Brian Leak 410.704.3987 bleak@towson.edu
University of Baltimore	Toll Free: 877.ApplyUB
University of Maryland, Baltimore	UMB includes a graduate school, dental school, and schools of law, medicine, nursing, pharmacy, and social work. Click here to access links to admissions information for each school or http://www.umaryland.edu/prospective/#admissions
University of Maryland, Baltimore County	410.455.2292 Toll Free: 800.UMBC4U2 admissions@umbc.edu
University of Maryland, College Park	Undergraduate 301.314.8385 Toll Free:800.422.5867 um-admit@umd.edu Graduate 301.405.0376 gradschool@umd.edu
University of Maryland Eastern Shore	410.651.2200 admissions@umbc.edu Expanded Contact Form
University of Maryland University College	Toll Free: 800.888.8682

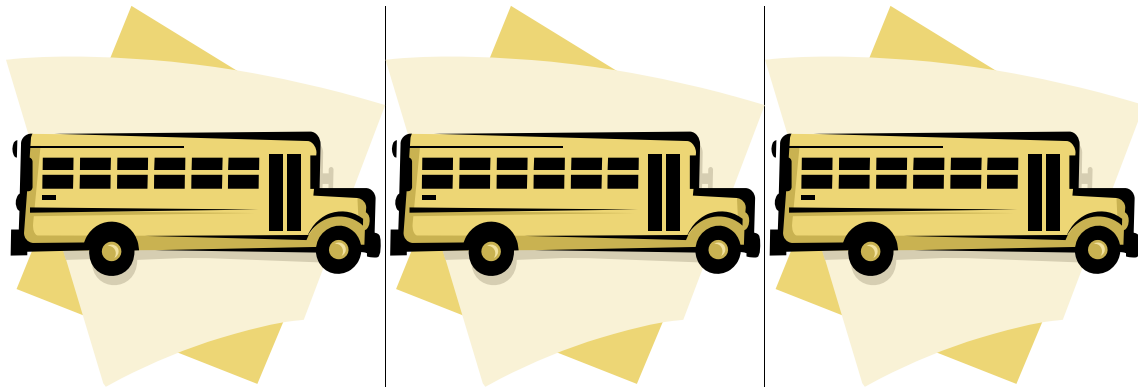
To access the BRAC-related resolutions adopted by the board, visit:

[Resolution for Civilians](#)

[Resolution for Defense Contractors](#)

5 TRANSPORTATION SUPPORT

There are a variety of options with regard to public transportation. Buses, trains, and vanpools are all available methods of traveling to a duty location. All employees are authorized use of the Mass Transit Subsidy when their transportation method qualifies. Employees will be surveyed at different intervals to determine which method of public transportation they plan to use. Based on the survey results, the Agency will coordinate with local chartering services to determine the feasibility of providing assistance with this support.



The DISA travel office will continue to research all possible options to make the commute to Ft. Meade more convenient and cost-effective. The following are some of the transportation initiatives: (1) work with local bus companies to arrange for positioning buses at locations that are placed in the most frequently used commuter lots; (2) establish a local WEB Page for Car Pools to match drivers with riders to allow for movement of personnel in an efficient manner; (3) establish priority parking spaces at Fort Meade for those vehicles that have multiple passengers encouraging the use of car pools); and (4) maximize the use of Mass Transit Subsidy. A DISA workgroup has been established to explore additional transportation options.

6 EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP brings together a variety of personal services. The program includes activities and counseling in the areas of personal finance, emotional and psychological problems, and substance abuse awareness and treatment.

The primary focus of the EAP is to assist employees who want help dealing with a substance abuse problem. Employees who suffer from drug and/or alcohol abuse are entitled to the same medical care and administrative consideration they would receive for any other illness.

Employees may schedule to meet with an EAP counselor to receive counseling concerning problems in dealing with the relocation of the organization at 1-800-222-0364 or TTY 1-800-262-7848



6.1 Worklife4You Program

The WorkLife4You program provides DISA employees with complete and personalized consultation, education, information and referral services 24x7 via telephone and the Federal Occupational Health (FOH) comprehensive work and life website. The program is designed to assist with:

- Family issues such as adoption, funeral planning, child care, aging loved ones
- Health and wellness issues such as health of children, men, senior, diet
- Education issues such as financial aid;
- Financial/legal issues such credit/debt; retirement; estate planning
- Daily life issues such as home improvement, pet care, automotive, relocation

The program provides a wealth of information, tools and resources for employees. The WorkLife4You web site address is <http://www.worklife4you.com/>

7 SEPARATION INCENTIVES (VSIP/VERA)

Voluntary Separation Incentive Pay (VSIP) is an incentive of up to \$25,000 for eligible civilian employees who choose to voluntarily separate through resignation or regular (optional) retirement and may be approved by the DISA Director. Voluntary Early Retirement Authority (VERA) expands the opportunity for voluntary separation with a pay incentive by authorizing early retirement, commonly referred to as "early-out" and must be requested by DISA and approved by OSD. These incentives will be used to help reshape the workforce. It is not anticipated that DISA will utilize these incentives for other than reshaping purposes (i.e. restructuring buyouts); however they are available if deemed essential to address any critical needs of the agency.



8 BENEFITS AND ENTITLEMENTS

8.1 Restoration of Forfeited Annual Leave

Normally, the maximum amount of accrued annual leave that may be carried forward from one leave year to another is 240 hours for employees assigned within CONUS. However, employees are authorized to carry over leave in excess of the maximum authorized amount as long as the employee continues in an employment category authorized to earn and accrue leave. BRAC-affected employees are excepted from the use or lose process requirements (i.e. scheduling and using excess leave prior to the end of the leave year.) MPS/DFAS has identified all BRAC-affected employees in their accounting/payroll system by geographic area. For purposes of using BRAC leave, the code in ATAAPS is "LO".

Starting In 2007, eligible employees have their excess leave reflected in separate leave account on their Leave and Earning Statement (LES).

When an employee transfers from an installation or activity closed or realigned under BRAC to a non-BRAC installation, a lump-sum payment for unused annual that was restored under 5 U.S.C. 6304(d) (3) will be made if (1) the employee transfers to a

position in any other department or agency of the Federal Government or (2) is reassigned to a position within DoD not located at an installation undergoing closure or realignment.

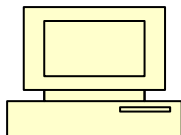
Upon completion of the BRAC realignment, employees will receive a lump sum payment for any excess leave accrued in the restored BRAC leave account. At this time, their eligibility for the BRAC restored leave will cease. There are, however, several situations where a DISA employee may forfeit regular annual leave in excess of the 240 cap and/or receive a lump sum payment for leave restored under BRAC regulations. The matrix below provides possible scenarios of how individual leave situations may be impacted. If you have questions on BRAC Restored leave, please direct your emails or comments to angela.mcdaniel@disa.mil or use the BRAC Frequently Asked Questions, on the DISA DKO, BRAC Information Portal.

EXAMPLES OF LEAVE RESTORATION, LOSS & PAYOUT UNDER BRAC REGULATIONS

Example:	Leave lost?	Lump Sum?	Explanation:
The employee worked for CFE at Sky 5 and resigned in July to take a position with Dept. of Interior, which is NOT BRAC impacted. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Possibly	Yes	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. If the employee does not use the excess 50 hours of regular annual leave before the end of the leave year, the employee may lose that leave. However, the new agency (Dept of Interior) may elect to restore the leave under regular leave restoration procedures if the employee meets the criteria for that type of restored leave.
The employee worked for CFE at Sky 5. In July he takes a position with DECC Oklahoma, which is NOT BRAC impacted. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Possibly	Yes.	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. If the employee does not use the excess 50 hours of regular annual leave before the end of the leave year, the employee may lose that leave. However, DISA may elect to restore the leave under regular leave restoration procedures if the employee meets the criteria for that type of restored leave.
The employee worked for CFE at Sky 5 and resigned on 7 January to take a position with Dept. of Interior, which is NOT BRAC impacted. The last day of the leave year is 8 January. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Yes.	Yes.	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. However, the employee will lose the 50 hours of regular annual leave, which are in excess of the 240 hour limit, because he was not employed by an organization impacted by BRAC on the last day of the leave year and therefore, BRAC restored leave regulations do not apply and the leave can not be restored under those provisions.

The employee worked for CFE at Sky 5. On 7 January he takes a position with DECC Oklahoma, which is NOT BRAC impacted. The last day of the leave year is 8 January. The employee has 140 hours of leave restored under BRAC regulations and has a current regular annual leave balance of 290 hours (50 excess hours).	Yes	Yes	Any leave in the employee's BRAC leave account will be paid out under BRAC restored leave regulations. However, the employee will lose the 50 hours of regular annual leave, which are in excess of the 240 hour limit, because he was not employed by an organization impacted by BRAC on the last day of the leave year and therefore, BRAC restored leave regulations do not apply and the leave can not be restored under those provisions.
Employee works for SPI and works at the CPK building and is therefore BRAC impacted. The employee retires.	No	Yes	Any leave in the BRAC leave account will be paid out under BRAC restored leave regulations. Any annual leave in excess of 240 which has not yet been restored by BRAC will be paid out under normal leave regulations.
In 2011, the employee transfers to Ft. Meade with the rest of DISA. The employee has 250 hours of BRAC restored leave and 290 hours of regular accrued leave (50 excess hours).	Yes	Yes	Any leave in the BRAC leave account will be paid out under BRAC restored leave regulations. If the employee does not use the excess 50 hours of regular annual leave before the end of the leave year, the employee may lose that leave. However, DISA may elect to restore the leave under regular leave restoration procedures if the employee meets the criteria for that type of restored leave.

8.2 JOB SWAP



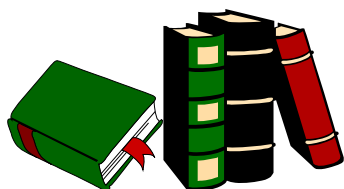
Where it is practical to do so, DISA will explore “reassignment” opportunities between agencies to accommodate employee requests while still meeting mission requirements.

8.3 Outplacement Assistance

There are numerous outplacement programs that are designed to help employees affected by BRAC find new jobs. Outplacement assistance will be provided to employees who may be adversely impacted, if appropriate.

Ideally, all outplacement services will be provided at a central place, such as a “Transition Center”, located close to affected employees. These centers usually make a variety of services available to employees that can be tailored to meet their specific needs. These services may also be available through a variety of existing organizations and programs, such as DOD Transition Support Centers, State Employment Services Rapid Response Teams, etc. DISA will also consider contracting for such transition services when it is

deemed appropriate to do so. MPS5 in coordination with MPS1 will assist in identifying and disseminating information to the DISA workforce on available outplacement services.



9 TRAINING, EDUCATION AND DEVELOPMENT PROGRAMS

DISA is committed to the on-going development of the workforce. We are dedicated to easing the impact of employment transitions of all personnel by providing the best tools, services, and information available. Beyond this we must identify what we need to learn, what competencies are needed in our people, because in the end, this is where the foundation for change lies—in building the capabilities of our entire workforce.



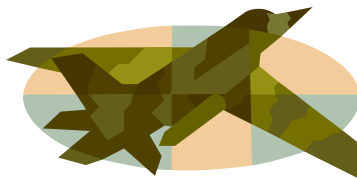
The Career Management Program (CMP) is the roadmap and structure to build capabilities for the future for our workforce. Enhancing our professionalism through career development promotes current and future productivity and quality for their own development, and makes DISA a more cohesive organization. The DISA workforce will reap the largest benefits of the Career Management Program because they will be able to control the course of their careers in a far more predictable and proactive fashion and will gain the satisfaction of maximizing their abilities and interests and be part of a successful change effort.

Employment transitions can be traumatic for affected employees. Training is available to help employees through such transitions and should be offered to the maximum extent possible. Change management training helps employees approach the transformation as an opportunity and channel their efforts in productive directions, based on their own personal situation. Stress management training provides techniques for successfully dealing with mental, emotional and physical stress and personal situations that may impact their productivity and sense of wellness during the transition.

DISA Human Resources Development (HRD) Specialists (MPS5) will partner with supervisors and managers for successful outcomes. This partnership will include providing the appropriate subject matter experts to serve as Performance Consultants; training, coaching, to orient managers and employees on how to use the Career Management Program to the best effect; and providing strategic assistance regarding decisions.

MPS5 staff will also provide advice and assistance along the way in support of transformation change. MPS5 staff will work with supervisors and managers on future development and delivery of training of new initiatives and to meet the needs of the agency. The DISA Talent Management Systems (DTMS) will provide the basis for identifying skill gaps within the workforce and available training resources. Based on identified training and development needs, the MPS5 staff will provide solutions in meeting DISA's training needs

10 MILITARY PERSONNEL HUMAN RESOURCES STRATEGY



In the case of assigned Defense Information Systems Agency (DISA) military personnel, key personnel plans, programs, and support functions will be fully integrated into the BRAC transformation effort. While personnel plans and programs are being reviewed and adjusted to meet customer support requirements, the Agency's strategy is to provide seamless customer support in the areas of promotions, requisitions and assignments, evaluations and awards, professional military education, physical readiness and testing, and other key program areas.

The Military Personnel Division (MPS2) will continue to work with the appropriate personnel support operations at Fort Meade, Maryland to ensure that seamless support to our military personnel is maintained. The Inter-service Support Agreement (ISA) will be updated to ensure that crucial areas of higher headquarters support is provided for assigned DISA military personnel. The ISA will address, as a minimum, such areas as in/out processing, promotions, evaluations, records management, casualty assistance, finance, Uniformed Code of Military Justice, urinalysis, fitness, military equal opportunity and treatment, and other critical programs, as deemed necessary.

Standard operating procedures will also be devised and publicized for assigned DISA active duty and reserve military personnel addressing unique issues such as relocation pay and entitlements and assignment options (extension, curtailment, PCA, etc.). While

the entitlements and assignments rules of engagement will be vetted through the respective Services, their application will be executed on a case-by-case basis in concert with mission requirements. The Agency's overall goal is to ensure that all military personnel are taken care of on a personal and professional level in keeping with their Service's established policies and procedures.

Additional information is provided below for Service and Family members to facilitate dialog and preparation for the BRAC experience.

10.1 Helpful Web Links for Military

Listed below are several useful resources for military personnel. All additional questions or concerns can be addressed to the MPS, Military Personnel Division Chief at 703-607-4600.

(a) Anytime. Anywhere. Call Now! (Military OneSource):

Live consultants are available 24 hours a day/7 days a week to answer questions and provide assistance. Whether you're trying to find child care, checking up on the schools at your next installation or trying to cope with the everyday stressors of military life, Military OneSource can help. The service, available to all Service members and their families at no cost, will provide a customized response whatever your needs are. To reach a consultant any time, day or night, call 1-800-342-9647.
(www.MilitaryOneSource.com)

(b) On the Home Front (MilitaryHomeFront):

MilitaryHOMEFRONT is the central, trusted, up-to-date source for Service members and families to obtain information about all Quality of Life programs and services. Whether you live the military lifestyle or support those who do, you'll find what you need!
(www.MilitaryHomeFront.com)

(c) Jobs for You (Military Spouse Career Center):

Relocation can be difficult for spouses, who often find themselves forced to leave behind their jobs and careers. The Military Spouse Career Center was created to provide resources and support to help these spouses as they search for new employment. The website provides links to Spouse-Friendly employers, job search assistance, and advice on everything from education and scholarships to child care and community information. The site is available on the web at www.Military.com/Spouse

(d) The Perfect Community (Military Communities of Excellence):

Service members and families looking for information on the communities they might be relocating to might be interested in Expansion Management Magazine's "Military Communities of Excellence" in the lower left corner included valuable information on various military communities. <http://www.expansionmanagement.com/military.asp>

(e) Hittin' the Books (Military Student.Org):

This site is designed to help mitigate the difficulties that transitioning military students might face at a new school. Included here are a Parents guide to helping their child during deployment and a companion guide for educators. www.MilitaryStudent.Org

(f) Kids Movin' (Military Teens on the Move):

Relocation can be especially difficult for kids and teens. With that in mind, DOD created this site (and its sister site, Military Kids on the Move) to help provide advice, support and information for military teens. Here, dependent teens can find advice on moving, readjustment, making friends, and dealing with the host of stressors that accompany being a teen in a military family. http://www.defenselink.mil/mtom/index_t.htm

(g) Baby Talk (ChildCareAware.org):

This service, America's most trusted child care resource, provides links to military specific resources and programs through its website at www.ChildCareAware.org

(h) State Know-How (USA4MilitaryFamilies.org):

In collaboration with States, nonprofits and industries, DoD wants to reduce statute barriers and enhance the ability of military families to transition to new locations. Information on this effort and news on new benefits, programs and services being offered by states and local communities can be found at www.USA4Militaryfamilies.org

The key to the protection of personnel and equipment will be prevention. This HR plan will contribute to prevention by helping employees focus their energies in productive directions during a highly emotional time.

The DISA Director has a policy of “Zero Tolerance” for violence in the workplace. Accordingly, supervisors will create and maintain a healthy and productive workplace. Supervisors will:

- ❖ Carefully observe proper personnel practices;
- ❖ Stay in touch with employees;
- ❖ Use performance counseling and disciplining conscientiously;
- ❖ Maintain positive lines of communication; upward, downward, and laterally;
- ❖ Foster effective communications within the workplace;
- ❖ Be sensitive to stressors in the workplace and unusual employee/co-worker reactions;
- ❖ Be attentive and responsive to employee/co-worker concerns.
- ❖ Provide productive channels for employee efforts, e.g., change management training, support groups, etc.
- ❖ Obtain refresher supervisory training as needed, e.g., Violence in the Workplace.

By intervening promptly and providing positive leadership, supervisors can keep difficult problems from turning into major problems.

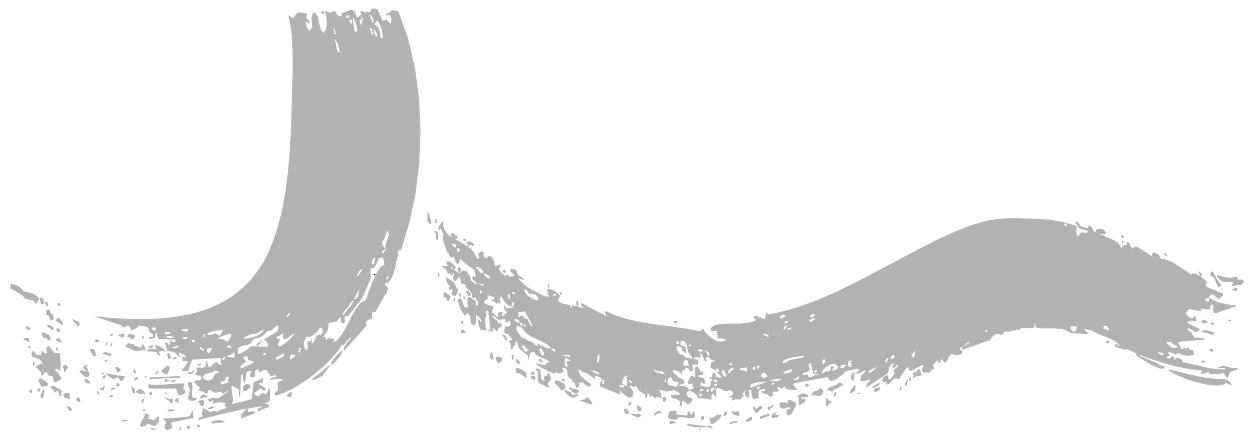
If a tragedy should strike in the workplace: notify the proper authorities; take whatever steps are necessary to preserve life and safety; stop the disruption IMMEDIATELY; and order the disruptive employee to leave the immediate workplace. In a serious situation, employees can be directed to leave the premises and go home for the remainder of the day on administrative leave. In all incidences of violence in the workplace, the supervisor should contact the DISA Security Division, (MPS6) and the servicing HR representative for further guidance.

12 TAKING CARE OF OUR PEOPLE

DISA has a proven track record of taking care of its people. Since the early 1990's the agency has been required to consolidate and in some cases eliminate many positions, and the involuntary separations required from these actions have been held to less than 5%. Taking care of YOU through this BRAC transformation by expanding the quality of worklife programs, and the recruitment and retention strategies to encourage employees to stay with DISA is one of our strategic goals and a top priority.

Knowledge and time are key tools for minimizing the impact of a major transformation. Now is the time to plan your future.

This Human Resources Plan will give the DISA workforce the knowledge and time necessary to make decisions and plan their future. This plan also provides the tools to assist in implementing your decision during this transition.



Notes: _____

TAKING CARE OF PEOPLE IS OUR #1 PRIORITY



Notes: _____

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